



# 4TOWNTV.ORG

CABLE ADVISORY COUNCIL SOUTH CENTRAL CONNECTICUT

Meeting Minutes for November 18, 2004

## North Branford Town Hall

### Present:

Branford	Marvin Zimmerman, Billye Bradley (BOE), John Elliott, Pat McGlashan
East Haven	<del>Marie Sadding, Lou Pacelli, Robert Becker</del>
Guilford	Pete Garafolo, Jeff Lincoln
Madison	<del>Steve Fuest, Abigail White</del>
North Haven	Iris David
North Branford	Nancy Lappie
Wallingford	Susan Huizenga, Russ Styles
Library	
COMCAST	John Bairos
Regrets:	Pat Schiller(BOE), Nancy Lappie, Mary Bigelow, Ken Donadio
Guests:	Curt Huizenga

**I. Call to order.** Chairman Huizenga called the meeting to order at 7:06 pm  
4Towns, 9 members present.

**II. Minutes Action** Chairman Huizenga asked that the Minutes of the Sept Meeting be reviewed for amendment and/or acceptance. Reviewed per distribution. Motion to accept as amended via distribution/discussion by J. Lincoln. Seconded by John Elliott. Motion carried unanimously.

Asked if any modifications to agenda. None. Proceeded with regular agenda.

### III. Public Comments

- forgo to end of meeting. Questions for Company.

Clarification requested on pricing of HDTV for Basic Cable subscribers esp. the \* in Customer Notice and Cable Card pricing. See Company next steps.

### IV. Town Reports.

Branford. M. Zimmerman reporting.

Customer issues: none to report (WPIX complaint to general mailbox was Branford customer)  
PEG activities: BCTV has completed moved into new studio space and had 1<sup>st</sup> production shoot.  
Sound Signal issues for follow-up discussion with J. Bairos. Heating & Cooling issues remain in item actively being worked by transition staff. Several responses to 'open position' ad for Station Manager. 7 at last count. Applications closed date was today at noon.  
BOE Updates: B. Bradley reporting that router draft was reviewed with both Director of Technologies and Superintendent. Active Discussion. There is interest in the plan put some clarification on scheduling options sought.

East Haven. No representatives present. No called in report. Maureen Witkowski indicated conflict with meeting date. Confirmed – interested in being on Recording Sect's back-up if future need arises. (See Company Report.)

Guilford. J. Lincoln reporting.

Customer issues: none to report

PEG activities: The power and personality of Station Manager is in part why the station's use is at all time high. GCTV Board discussed equipment needs and funding allocation to expand cablecasting capacity. (See Chairman report- ACM equipment landscape.) Board reviewed the Router Proposal at length. Feedback included interested in more producer friendly inter-town scheduling hours for permanent proposal. Interested in review of modified/clarified proposal.  
BOE Updates: none to report

Madison. No representatives present. Correction to Oct minutes received and acknowledged.

North Branford. N. Lappie reporting.

Customer issues: none to report

PEG activities: Board has 3 vacancies. Requested clarification on serving both CACSCC and PEG Board. See New Business discussion.

BOE Updates: Meetings with HS Principal and Superintendent planned for early January.

Several operation defects with Ed Channel to review as well as router, roles & responsibilities.

North Haven. No representatives present

Wallingford. S. Huizenga reporting.

Customer issues: (Refund request to general mailbox was Wallingford customer)

Consumer questions on HDTV inquiries referred to dtv.gov., Producer inquiries about bicycling materials, if web address can be on education programs, etc. Most inquiries were handled with referral to 7TownTV.org for more details.

PEG activities: Record Journal interviewed D. Burghardt about WPAA PSA Award.

Board reviewed CACSCC items: Router, CACSCC 'embezzled recovered Funds, Shared Services. Direction to advisors that if CACSCC funding allocation is considered their preference is shared services proposals. Board heard member report from ACM on new server technology esp. Nexus from Leightronics. **Decided to accept offer for JVC's NJ representatives offer to do camera training in January and open it up to all seven towns.** Interest confirmed by all towns including those without JVC Camera.

Like GCTV, channel use is at an all time high including receipt of some drama programs. In reviewing Cablecast schedule they identified need for policy review on program repeat from prior years, conflict of interest with board member producers and clarification 1<sup>st</sup> come 1<sup>st</sup> serve. (See Chairman report- ACM)

BOE Updates: Community Service Proposal discussed with Superintendent and draft proposal reviewed with WPAA Board.

Library. K. Donadio regrets.

## **V. Officers' Reports.**

Chairman:

- 1) Failed to get Web site updates on router, senior discount and musicchoice done. Active interest in updates shown by Guilford. Requested boilerplate in e-format from J.B. Forthcoming.
- 2) Failed to respond to Docket 04-10-10 – not to late to do remains a to-do.
- 3) Drafted 2005 schedule and distributed electronically. USPS Mailing pending confirmation of March time and NB location.
- 4) Forum activity – WPIX complaint logged. Registration support.
- 5) E-mails logon distributed to most members. As [initials@7towntv.org](mailto:initials@7towntv.org)
- 6) <http://login.perseus.lunarpages.com:2095/horde/index.php> 2 advisors provided courtesy confirmation that installation is working. R. Styles reported fix needed.
- 7) A few status calls with NBCAG on 2003 report. Completed by deadline. Agreed to put cablecast form on web site for downloading to resolve some administrative concerns.

- 8) Attended ACMNE Conference. Materials on Insurance provided by Joe Balboni <clipper@adelphia.net> 781-585-2522 referred to Insurance Committee. General feedback is similarity of Policies and Procedures essential and DPUC role in CT helps with this issue, working relationship with CACSCC important so other shared services and 7 town activities address this. Experience with Media Liability.
- 9) DPUC Mail – over 30 items.
- 10) Referred refund request to Comcast. Received confirmation that case was resolved.
- 11) ACM NorthEast – Received Web site award, attended Youth programs discussion (web site update under resources > referenced ‘with youth’ [http://www.7owntv.org/video\\_with\\_youth.html](http://www.7owntv.org/video_with_youth.html) ,
- 12) ACM NorthEast Equipment Landscape: Server technology solutions ranged from 15,000 upwards except LEIGHTRONIX which has compatibility and flexibility features that should be understood by those looking at digital upgrades. Contact follow-up for CACSCC Members: Sara A. Mason LEIGHTRONIX, INC. 2330 Jarco Dr. Holt, MI 48842 (517) 694-8000 x.122  
www.leightronix.com

**Treasurer:** See distribution. Discussion.

Reviewed some basic information about CACSCC funds and corporation status. CACSCC is not a non-profit. CACSCC attempts to budget within annual CGS authorization of \$2000 from Franchise holder. We identify administrative savings (like reduced mailings and changes in Recording Sect) as we have no other source of income besides authorization for franchise duration. Invested funds including embezzlement recovery have been designated in planning sessions as resources for shared services. To-date Website and Annual Group Membership to ACM paid for with funds that exceeded normal administrative expenses.

Direction to Treasurer from discussion and suggestion from J. Bairos is to have **simpler monthly statements of actual income and expenses** and full representation of In kind etc for Budget and Annual documents. **Annual documents should isolate ‘recovered funds’ since action has been requested specific to those funds.** Motion to accept Treasurer’s report moved by R.Styles. Seconded by J. Elliott. Motion carried unanimously.

**Secretary:** Apologies for meeting notice clarity – resend. Correction to distribution needed include removal of Dennis Dostert and addition of Mary Bigelow. March 2005 meeting will be scheduled for **6 pm at Berlin Comcast. Directions to facility needed for Annual Mailing.** 6 pm was discussed as optimal provided some substantive refreshments are available. Use of North Branford for 2005 schedule confirmed.

## **VI. Committee Reports.**

Insurance Committee: No change in status of materials or discussion with Local Insurance representative. Apologies for status remaining unchanged. Will continue local discussions with understanding that alternate resource is available as leverage or option.

**VII. COMCAST Report.** John Barios Reporting: Apologies for arriving late due to Opening Ceremonies commitment at Fantasy of Lights.

- 1) Channel Line-up change: 28 & 65 Discovery and QVC. Basic & Expanded. Discovery moved to Expanded.
- 2) DCT update: Same as last month. He will follow-up with Wallingford Government TV given the expressed interest in an update extended by Advisor Styles. Status: Comcast anticipates a proposal will be prepared for January Session of Legislature with some commitment to affordability and statewide equity issues.
- 3) See Sectary’s Report regarding March 2005 commitment to host meeting and provide directions.
- 4) Customer issues referred have been resolve.

- 5) Branford Sound Signal appears to be a pricing/billing snag. **Will follow-up.**
- 6) ETV site survey quote on Ed Channel relocation to be ready by 11.15.04
- 7) Advised that Community Events sponsorship requests are welcome. 2 months advance notice preferred. Q; N. Lappie asked if local NB Potato festival was the type of activity that can apply. A: Yes

Next Step from Public Comments: **Report at January Meeting on Comcast HDTV and site any clarifications that would be useful to Connecticut Comcast subscribers related to dtv.gov materials. Looking for clarification of inconsistencies.**

**VIII. Correspondence: Refer to Chairman's Desk <http://7towntv.org/blog/weblog.php>**

**IX. Old Business.**

Disbursement of embezzled funds discussion per request of NHTV.

Motion by M.Zimmerman: To continue holding recovered funds for use and common good of 7TownTV umbrella organization for services like, but not limited to, those referred to has shared services (i.e. streaming capacity on 7TownTV.org, media liability insurance). Seconded by P. Garafolo. Motion carried unanimously.

Router Policy: Active discussion reported in 3 towns. Reviewed feedback and confirmed need to clarify this is transition proposal to identify process issues and options while working together with preset times. Global preset times can be more easily shared with public but are not required to adopt the plan. Guilford reviewed with concerns. Wallingford reviewed as transition plan. No issues rose about going forward except Ed Channel use. Clarification on minimum blocks for ClassicArts sought. Draft for Web site will try to include clarifications from discussion. Schedule remains to amend recommended deployment date to March 1, 2005 and additional comments to be received by February Meeting.

**X. New Business –**

PEG and CACSCC concurrent service: No action taken. Direction to Chairman to determine current status on compliance with DPUC ruling. Tabled Motion to define by town eligibility.

1<sup>st</sup> come 1<sup>st</sup> serve: Clarification that this concept represents the community coming to use the channel capacity or facilities independently. A local producer is not intended to have more privileges in scheduling than other members of community.

FCC Digital Docket and Comcast Position: **Requested Company update at January Meeting or any materials they can provide electronically before that date for review.**

TVSunshine: N. Lappie asked that local station remember Evergreen Woods retirement facility has exclusive Cable Channel and welcomes programming. Possible Source of Free and Interesting Programming: Taipei Economic and Cultural Office in Boston contact Francis Soong [fsoong@tecoboston.org](mailto:fsoong@tecoboston.org) Programs like National Palace Museum, Food From the Heavens, Taiwan's Golden treasures, Competition without Medals – Folk sports in Taiwan, The story of Taiwans Fight against SARS

**XI. Adjournment.** M.Zimmerman made a motion to adjourn this evenings meeting. The motion was seconded by everyone and unanimously carried. The meeting adjourned at 8:45 p.m.